

## MINUTES OF THE POLICY COMMITTEE MEETING

Tuesday, April 12, 2016

7:00 p.m.

Catholic Education Centre - Board Room  
802 Drury Lane, Burlington, ON

Members Present: A. Danko A. Quinn  
A. Iantomasi D. Rabenda  
H. Karabela J. M. Rowe  
P. Marai S. Trites  
J. Michael

Staff Present: P. Dawson, Director of Education  
C. Cipriano, Superintendent of Education  
A. Swinden, Administrator, Strategic Communications  
T. McKinnon, Manager, Privacy and Records Information Management  
C. McGillicuddy, Superintendent of Education

Recording Secretary: M. Zammit

1. **CALL TO ORDER**

1.1 **Opening Prayer**

The meeting opened at 7:00 p.m. with a prayer led by A. Iantomasi.

2. **APPROVALS**

2.1 **Agenda**

The agenda was approved as submitted. Action Item 3.2 was moved to the bottom of the Action Items to accommodate a Trustees schedule.

The following motion was presented:

**#P38/16**

Moved by: A. Quinn

Seconded by: S. Trites

**RECOMMENDED**, that the agenda be approved, as amended.

**CARRIED**

2.2 **Approval of Minutes**

The minutes of the March 29, 2016 Policy Committee Meeting were reviewed. Minor revision was made under discussion item 4.1 Aboriginal Policy.

The following motion was presented:

**#P39/16**

Moved by: S. Trites

Seconded by: H. Karabela

**RECOMMENDED**, that the minutes of the Policy Committee Meeting held on March 29, 2016 be approved, as amended.

**CARRIED**

### 3. ACTION ITEMS

#### 3.1 Policy I-02 Records and Information Management, Policy I-07 Protection of Privacy, Policy I-30 Video Surveillance - second and third reading (C. Cipriano/T. McKinnon)

C. Cipriano introduced T. McKinnon, Manager for Privacy and Information Management. He noted she will present the three policies that were approved at first reading in December 2015, and were submitted for stakeholder input.

T. McKinnon presented Policy I-02 Records and Information Management. She noted that this policy already formalizes the good practice that the Halton Catholic District School Board follows. T. McKinnon responded to the stakeholder comments, and noted accurate and timely records management is a responsibility of all staff. The Board is developing a training module on appropriate records management practices. The Board has also developed a records retention schedule that will be updated annually by the Privacy, Records and Information Management Department, and will be posted on staffnet for all staff as well as circulated. It was noted that all records should be kept in a secure location, and records that are Board business are kept in the administration office- records storage room and access is restricted to only those that should have access.

**#P40/16**

Moved by: J. Michael

Seconded by: A. Iantomasi

**Resolved**, that the Policy Committee recommends that Policy I-02 Records and Information Management, be forwarded to the April 19, 2016 Regular Board Meeting for approval as presented.

**CARRIED**

T. McKinnon further addressed stakeholder comments for Policy I-07 Protection of Privacy. This policy has been completely rewritten and is now in line with the PIM standards. Over the summer of 2015 Secondary Schools OSR's were packaged, organized and sent offsite. Student OSR records are kept offsite for 55 years post-graduation and are in accordance with schools and with the OSR guidelines. A yearly follow up with both Secondary and Elementary schools will take place to ensure OSR records are kept in a secure area. Brief discussion took place regarding cost for keeping records off site.

**#P41/16**

Moved by: A. Quinn

Seconded by: A. Iantomasi

**Resolved**, that the Policy Committee recommends that Policy I-07 Protection of Privacy, be forwarded to the April 19, 2016 Regular Board Meeting for approval as presented. **CARRIED**

T. McKinnon responded to stakeholder comments for Policy I-30 Video Surveillance. It was noted that the Halton Catholic School Board's video surveillance is in accordance with IPC guidelines and the policy has been rewritten. She noted that there is no video surveillance in change rooms, staff rooms or classrooms. These videos are for the safety and security of the Board's assets. Electronic logs are now available. Access to video surveillance is limited to the principal and vice principal with the exception of Elementary schools, there is one camera at the front door and the school secretary is able to view it for security purposes.

Further discussion ensued regarding freedom of information requests.

Question was raised by a Trustee regarding steps that would be taken if an alleged assault was committed by an administrator. C. Cipriano responded to the question stating that the avenue that the parent should go to is the Superintendent of Education who has the ability through the Board's policy to view the video.

The following was put before the Policy Committee:

**#P42/16**

Moved by: A. Quinn

Seconded by: A. Iantomasi

**Resolved**, that the Policy Committee recommends Policy I-30 Video Surveillance be forwarded to the April 19, 2016 Regular Board Meeting for approval as presented.

**CARRIED**

### 3.2 Policy I-22 Admission to Schools (P. Marai)

Chair P. Marai provided an overview of suggested amendments to Policy I-22 Admission to Schools. He stated that since the Board is under MPAR process the under-utilized schools would benefit from these amendments.

Discussion ensued regarding proposed amendments. P. Marai stated the way the amendments have been structured it would only affect a small number of schools because of the utilization rates. Schools under a 90% of utilization would be affected.

It was recommended by a Trustee Quinn to make an amendment and remove all changes as well as section B from the policy. Chair P. Marai ruled it not in order.

Further discussion ensued regarding Catholic Education. P. Marai stated that within the suggested amendments all Elementary school students would be required to take part in religious classes and within the Catholic activities of the school.

Trustee A. Quinn requested a recorded vote:

In Favour	Opposed
P. Marai	A. Danko
	H. Karabela
	A. Iantomasi
	J. Michael
	D. Rabenda
	J.M. Rowe
	S. Trites
	A. Quinn

The following was put before the Policy Committee:

**#P43/16**

Moved by: J. Michael

Seconded by: A. Danko

**Resolved**, that the Policy Committee recommends that Policy I—22 Admission to Schools be forwarded to the April 19, 2016 Regular Board Meeting for approval as presented.

**DEFEATED**

### 3.3 Policy I - Governance of Policy (C. Cipriano)

C. Cipriano spoke to Policy I - Governance of Policy, noting that this policy is to establish framework and process for developing, implementing and amending policies as well as to ensure consistency within the Halton Catholic District School Board. He noted that currently under Policy I – Governance of Policy it states that amendments to existing policies require only one reading and don't require stakeholder

input. Recommended language states that for amendments to existing Board policies – input from stakeholder groups will be solicited with a simple majority of the Policy Committee. The time period and process will follow the same vetting process as for any new policy that passes first reading. As well as amendments to existing Board Policies require only one reading with the exception of amendments to Board policies that will be submitted for stakeholder input which will require two readings.

Discussion ensued regarding the new language, which is located on page 2 of Policy I – Governance of Policy, and the process.

Trustee Karabela inquired about a stakeholder list. It was agreed Trustees will be provided with a list of stakeholder recipients.

The following motion was put before the Policy Committee:

**#P44/16**

Moved by: D. Rabenda

Seconded by: S. Trites

**Resolved**, that the Policy Committee recommends that Policy I - Governance of Policy be forwarded to the April 19, 2016 Regular Board Meeting for approval as presented.

**CARRIED**

### 3.4 **Policy II-41 School Uniform Dress Code/ School Dress Code (C. Cipriano)**

C. Cipriano provided background on Policy II-41 Uniform. He noted that the principles of this Policy have remained the same. The amendments that have been made are based on current principles. He noted one major change on page 4 of the policy, which states that at least once annually, at a Catholic School Council meeting, the principal shall review the school dress code – in the past it stated every three years.

Trustee Quinn provided the group with his suggested amendments and uniform providers. He requested that Policy I-31 Apparel Purchases and Fair Labour Practices be brought forward on the upcoming agenda. He would like to see Policy II-41 follow that of the Toronto Catholic School Board, and feels the Board should not dictate to parents where they should purchase the uniforms from.

Discussion ensued regarding the proposed amendments from Trustee Quinn.

Trustee Quinn presented the following recommendation:

**#P45/16**

Moved by: A. Quinn

Seconded by: H. Karabela

**Resolved**, In keeping with our commitment to reflect Christian values in our day-to-day lives and to abide by the social teaching of the Church and our own Mission and Vision Statement, the Halton Catholic District School Board has implemented a Fair Labour Purchasing Policy I-31. This requires that all vendors provide assurances that the manufacturing of apparel is in keeping with the provisions and procurement of the Fair Labour Practices Agreement. We would request that all school communities consider safe, just and healthy, employment standards wherever and whenever they are shopping. A list of school apparel suppliers who have declared compliance with our policy, is available on our website.

**DEFEATED**

Further discussion to place regarding amendments proposed by policy working group. Question was raised by Trustee Iantomasi if there are any other avenues for parents to take other than school council. C. Cipriano responded stating that reporting to the principal would be a good start as well as the Tell Them From Me Survey.

The following motion was put before the Policy Committee:

**#P46/16**

Moved by: S. Trites

Seconded by: H. Karabela

**Resolved**, that the Policy Committee recommends that Policy II-41 Uniform be forwarded to the April 19, 2016 Regular Board Meeting for approval as presented.

**CARRIED**3.5 **Policy II- 09 Opening and Closing Exercises (C. Cipriano)**

C. Cipriano provided background on Policy II-09 Opening and Closing Exercises and noted that this Policy was passed with some amendments at the February 2, 2016 Regular Board meeting. He noted that it was requested by a Trustee Rabenda that this policy be reviewed again by the Policy Committee with considerations to send out for stakeholder input.

Discussion ensued regarding the delay in printing/delivery of the Oath posters to schools. P. Dawson stated that in late February principals were notified of the new policy and that large size posters would be delivered to each school. C. Cipriano noted there was a typo in the posters and therefore delivery was delayed. It was noted that all schools should have the Oath posters now.

The following motion was put before the Policy Committee:

**#P47/16**

Moved by: D. Rabenda

Seconded by: A. Iantomasi

**Resolved**, that the Policy Committee recommends that Policy II-09 Opening and Closing Exercises to Schools be forwarded to the April 19, 2016 Regular Board Meeting for approval as presented.

**DEFEATED**4. **DISCUSSION ITEMS**5. **INFORMATION ITEMS**5.1 **Draft upcoming Policy Committee Meeting Agenda**

Reviewed.

6. **MISCELLANEOUS INFORMATION**7. **CORRESPONDENCE**8. **IN CAMERA**9. **NEW BUSINESS**10. **MOTION TO EXCUSE COMMITTEE MEMBERS** (None)11. **MOTION TO ADJOURN****#P48/16**

Moved by: J. Michael

Seconded by: S. Trites

**RECOMMENDED**, that the meeting adjourn.

**CARRIED**

The meeting closed with a prayer led by P. Marai at 8:15 p.m.